

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR

SENIOR PERSONNEL SPECIALIST or PERSONNEL SPECIALIST

Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento
TENURE/TIMEBASE: Permanent/Full Time

FILE BY: Until Filled
SALARY:
Senior Personnel Specialist - \$3,658 - \$4,446
Personnel Specialist, Range C - \$3,098 - \$3,766
Range D - \$3,346 - \$4,067

HOW TO APPLY:

In order to be considered for this position, please submit a Standard Application (Std. Form 678) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6049

Make sure you enter **JOB OPPORTUNITY – Senior Personnel Specialist or Personnel Specialist** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the direction of the Executive Director and the guidance/lead of the Associate Personnel Analyst, the Senior Personnel Specialist/Personnel Specialist is responsible for maintaining the official personnel files; processing personnel transactions, processing and maintaining workers compensation cases; and assisting with recruitment and retention tasks for a small, but active agency. As necessary, the incumbent will also assist with special projects.

REQUIRED EXPERIENCE:

- Personnel/Payroll transactions
- Strong technical skills
- DPA/SPB laws and rules
- Health/Dental/Vision/ Flex-Elect
- Good attendance, punctual, dependable
- Workers' Compensation
- Special Pay processing
- Ability to work 8:00 a.m. to 5:00 p.m.

DESIRABLE QUALIFICATIONS:

- Ability to work independently
- Ability to work with strict timelines
- Recruitment and Certification
- Experience processing Schedule 8's
- Conflict of Interest/Ethics
- FMLA

ADDITIONAL INFORMATION:

You are eligible to apply if:

- On a SROA/surplus list in a classification comparable and transferable.
- Currently are in a classification comparable and transferable to the Senior Personnel Specialist or Personnel Specialist, Range C or D.
- Have reinstatement eligibility.
- On a current eligible list.

Applications will be screened and only the most qualified will be interviewed.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check

Questions regarding the duties of the position may be directed to Wendy Matsuda, (916) 263-6049.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until Filled

Release Date: 03/05/2009

CALIFORNIA HORSE RACING BOARD

SENIOR PERSONNEL SPECIALIST

DUTY STATEMENT

Under the general supervision of the Executive Director and guidance/ lead of the Associate Personnel Analyst, the incumbent is responsible for but not limited to maintaining the official personnel files; processing personnel/payroll transactions; updating and maintaining proper filing of employee benefits programs, time and attendance, miscellaneous employee inquiries and/or needed actions; and coordinating and maintaining workers compensation cases for the California Horse Racing Board (CHRB). The incumbent is the contact person for transaction questions and workers compensation questions by staff.

<u>% of Time</u>	<u>Duties</u>
80%	Process personnel/payroll transactions including but not limited to attendance and payroll processing, overtime pay, physical fitness pay, NDI/IDL, and health /dental forms. Prepare and maintain probationary reports, annual appraisals, alternate range change forms, MSA forms, position control documentation, and coordinate and process workers compensation cases.
10%	As necessary, provide assistance and support to decentralized examination program which may include proctoring written examinations, scoring written exams, reviewing applications for minimum qualifications, entering data to on-line exam control system to prepare for exams, score results and request reports. Assist with the recruitment process by ordering certification, displaying job and exam opportunities, and other related duties.
10%	Assist with the annual Schedule 7a/8, including but not limited to CHRB's coordinator for the annual filing of Conflict of Interest Statements; Wellness Coordinator; .provide new employee orientation and other duties as necessary.